

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1912900

Deputy Director Rehabilitation Hospital, M-8

Brief Description of Class

Positions in this title series direct and coordinate all professional and paramedical support services necessary to facilitate the functioning of the medical staff at Helen Hayes Hospital. Incumbents of these positions provide indirect supervision to the heads of all of the departments at the hospital.

These positions are only located at Helen Hayes Hospital.

Distinguishing Characteristics

Deputy Director Rehabilitation Hospital: director level; direct and coordinate all professional and paramedical support services.

Related Classes

Deputy Directors Psychiatric Center, oversee the day-to-day development, direction, and coordination of program operations (e.g., quality assurance, treatment services, community services) and/or direct administrative management activities (e.g., human resources, business services, support operations, etc.) at State Psychiatric Centers operated by the Office of Mental Health (OMH).

Deputy Directors Developmental Disabilities Services Office (DDSO), perform policy influencing activities in support of one or more significant segments of a DDSO organization. Deputy Directors DDSO are frequently second in command of a facility and are called upon to represent interest of the entire DDSO with the public, private sector individuals, and groups.

Illustrative Duties

Direct the day to day operations of Helen Hayes' administrative and non-medical support services.

- Direct the development and implementation of personnel policies and rules, the planning and fulfillment of staffing requirements, and application of payroll rules and regulations.
- Direct the lower level staff in the establishment and review of business management procedures of the hospital including purchasing, patient billing, and accounts receivable.
- Establish priorities on major construction projects, and the general maintenance of the hospital's physical facilities.
- Develop and implement general administrative procedures and policies for the hospital.
- Advise department heads in the development and implementation of departmental administrative policies.
- Evaluate clinical and research proposals to determine their feasibility within the administrative structure of the hospital and their impact on it.
- Review the preparation and administration of the hospital's annual budget.
- Direct and coordinate the long range planning activities for the hospital.
- Develop comprehensive plans for staffing, physical plant, fiscal, and related resources necessary for carrying out the clinical and research missions of the hospital.
- Advise and assist the Director in the definition of clinical and research goals attainable within the limitations of available fiscal, manpower, and other resources.
- Coordinate the planning activities of the hospital with the budgeting activities of the hospital.
- Maintain liaison with Department of Health in all administrative areas.
- In the Director's absence, serves as the hospital's Director assuming all the duties of the Director.

Maintain accreditation status with the Joint Commission (TJC) and Commission on Accreditation of Rehabilitation Facilities (CARF).

- Review all activities throughout the hospital to assure compliance with TJC and CARF standards.

- Take appropriate remedial action where standards are not being met.
- Maintain communications with TJC and CARF regarding accreditation and related matters.

Maintain up-to-date knowledge in the field of professional hospital administration through membership in professional associations, attend professional conferences, and review professional literature; perform appropriate studies in the field and publish the results of such studies.

Represent the Hospital in community health related activities.

Minimum Qualifications

Non-competitive: a master's degree from a regionally accredited college and five years of experience as an administrator of a staff or support area in a program providing direct comprehensive service for patients in a rehabilitation or acute care hospital; or a bachelor's degree from a regionally accredited college and seven years of the above noted experience. Acceptable Bachelor's degrees are: business administration, accounting, nursing, health care administration, business education, marketing, economics, banking and finance, industrial engineering, mathematics, commerce, public administration and industrial management.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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